

October 17, 2002

CATALOGING POLICY AND SUPPORT OFFICE
ANNUAL REPORT
FY 2002
(October 1, 2001 - September 30, 2002)

Barbara Tillett, Chief
CPSO

INTRODUCTION

The Cataloging Policy and Support Office's mission is to provide leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library community; to support the effectiveness of the cataloging staff at the Library of Congress through guidance, advice on cataloging policy, and maintenance of bibliographic, authority, classification, holdings, and item records; to develop and support national and international standards for structure and content of bibliographic, authority, classification, holdings, and item records through cooperative endeavors.

CPSO is the principal LC unit handling error reports and answering queries from within and outside the Library about Library of Congress policies related to descriptive and subject cataloging, LC classification, and MARC content designation. The chief, assistant chief, team leaders, and policy specialists are the respondents.

THIS YEAR'S HIGHLIGHTS

LCC Class K. After a 30-year period of development, by year's end the LCC law schedules stood virtually complete. The task was accomplished by CPSO's law classification specialist, working in conjunction with

colleagues from inside LC and around the world, and in regularly occurring collaboration with the American Association of Law Libraries Advisory Committee for LC Law Classification. When this work began, only the common law schedules in LCC had been written. Among the schedules yet to be developed were civil law, international law, and religious law. The impact of implementation of the new schedules at LC includes the discovery of undocumented but major holdings of rare materials, the reclassification and change in divisional custody of law materials classified with other disciplines because no proper place for them existed, and the training of many staff members to use online classification schedules. The availability of LCC online not only facilitated schedule development, but greatly enhanced the appeal to other libraries of adopting LCC for law materials not yet classified, and even of reclassifying collections classified according to other systems. Now that the entire LCC class K is so nearly done, the AALL Advisory Committee, which was in existence for approximately 19 years, regarded its work as complete, and disbanded. As a product of the interlibrary collaboration class K development entailed, a project to digitize rare and important early works in the field of law for mounting on the World Wide Web emerged, and fund raising to realize it began.

Outreach. CPSO has been highly visible in the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules (JSC) and the International Federation of Library Associations and Institutions (IFLA). Activities in those organizations led to invitations to the chief to speak and consult this year in the library

community world-wide, including the United States, Europe, and Asia. CPSO has been largely responsible for introducing new concepts to the current edition of the *Anglo-American Cataloguing Rules (AACR)*, and for pushing beyond the confines of this edition so that plans for a new edition are underway. A major influence for change has been the conceptual model and body of principles known as *Functional Requirements for Bibliographic Records (FRBR)*. The chief was involved in the creation of FRBR during the 1990's, but FRBR is just now being incorporated into the development of AACR and other major cataloging codes worldwide, a process that has also prompted examination of its potential usefulness to authority control of name headings.

Outreach of another type occurred in the service of CPSO staff as instructors for classes in aspects of cataloging and classification, which they taught at LC and at institutions and meetings throughout the United States and often abroad. They themselves develop the classes they teach, which range from brief sessions in various uses of Voyager (the Library's integrated library system) for LC staff, to day-long workshops in descriptive or subject cataloging offered at library association conferences, to 3-day courses in series cataloging designed at a sufficiently high level to be of value to experienced catalogers.

New Directions. The chief's appointment last year as head of LC's Metadata Policy Group initiated within CPSO an expansion of its responsibilities regarding digitized resources. Simultaneously, CPSO began to focus on this topic as a cataloging issue when it implemented

AACR2, chapter 9 recast as 'Electronic Resources.' Focus on this topic sharpened with the detail to CPSO of a senior staff member from American Memory specifically to address metadata issues and the cataloging of digital materials. The objectives of this detail are to prepare a white paper on the issues of life cycle management for digital music, to develop documentation relevant to the Metadata Policy Group report in order to standardize preservation metadata and to pursue associated activities, to continue involvement with integrating and cataloging digital works, such as the LC/Ameritech awardees collections, into American Memory, and to help build consensus on metadata issues here at LC and beyond.

OVERVIEW OF ACTIVITIES

CPSO also represents the Library in various international and national cataloging and metadata policy bodies and professional organizations, collaborates in the creation and revision of cataloging standards, promotes the maintenance of standards by offering continuing education, and reports to colleagues and sister organizations and institutions on Library of Congress cataloging activities. In terms of the visibility of CPSO's involvement, the most important among the organizations where CPSO represents LC are several committees within sections in the American Library Association (ALA), the IFLA Cataloguing Section, the American Association of Law Libraries Advisory Committee for LC Law Classification, and the United States Board on Geographic Names Domestic Names Committee. The professional

organizations and other groups on which staff served were:

American Library Association (ALA)

Committee on Cataloging: Description and Access (CC:DA)

CC:DA Task Force on Consistency across Part I of AACR2

MARBI

Subject Analysis Committee

Subcommittee on Fiction Cataloging Guidelines

Subcommittee on Reference Structure

Subcommittee on Semantic Interoperability

Subcommittee on Training

American Association of Law Libraries

Advisory Committee for LC Law Classification

Education Committee Legal History and Rare Book Special

Interest Section

Roundtable for Head Catalogers at Large Libraries

Roundtable for Heads of Technical Services

Standing Committee on Cataloging and Classification Technical

Services Special Interest Group

Association of Moving Image Archives (AMIA) Moving Image Gateway

(consultant to planning group)

CONSER Cataloging Manual revision committee

Council on Geographic Name Authorities

DELOS/NSF Working Group on Actors/Roles (authority control
metadata)

EAD/EAC (authority control in archival community)

Dublin Core Working Group on Agents (authority control metadata
on the World Wide Web and linking national authority files)

International Association of Music Libraries Conference 2002

Planning Committee

International Conference on Electronic Resources

International Federation of Library Associations and Institutions
(IFLA)

Cataloguing Section (chair; ALA representative)

Functional Requirements and Numbering of Authority Records

Working Group

Planning Committee for the 2003 meeting of cataloging experts

INTERPARTY (EU) (shared authority control among libraries,
museums, archives, and rights management organizations)

JSC (LC representative; 3 meetings including executive sessions)

LEAF Project (EU) (shared centralized authority file for
archives)

Music Library Association

Joint Committee on the MLA Archives

Subject Access Subcommittee

OCLC

Faceted Application of Subject Terminology Task Group (FAST)

Research Advisory Committee (RAC)

Program for Cooperative Cataloging

Standing Committee on Standards

Standing Committee on Standards Task Group on Conference

Publications

United States Board on Geographic Names Domestic Names Committee
(chair)

Virtual International Authority File (VIAF) - LC/Die Deutsche

Bibliothek/OCLC Joint Personal Name Authority Project

CPSO staff also served as official and informal consultants to many organizations, sometimes carrying out their responsibilities away from the Library, and sometimes by meeting with visitors to LC. This year staff collaborated with representatives from:

British Library (consultation on implementation of the ILS)

Cataloguing Services, University College London (CPSO; cataloging policy)

Chinese Society of Library Science (Beijing, China; updating cataloging rules for Western materials and FRBR)

Die Deutsche Bibliothek (AACR2)

Harvard University Islamic Studies program (classification of Islamic law)

Harvard University libraries (classification of Islamic law)

Keio University Library, Japan

Library science faculty members from the University of Kentucky and University of Pittsburgh (classification; teaching subject access)

Middlebury College Library (current CPSO projects)

National Diet Library (Japan) (Nippon cataloging rules)

National Institute of Informatics (NII, Japan) (authority control)

National Library of Australia (digital projects; implementation of FRBR)

National Library of China (Beijing, China regarding implementation of ILS)

National Library of Russia, St. Petersburg (subject access; LCSH editorial process)

National Library of Vietnam and a countrywide group of library directors (translation of AACR2)

OCLC

Extended WorldCat Management Committee and Product Teams

FAST research team

Office of Research

Research Advisory Committee

Program for Cooperative Cataloging

BIBCO Operations Committee

CONSER Operations Committee

Poet's House, New York City (developing a Web OPAC)

PriceWaterhouseCoopers (ILS demonstration)

Research Libraries Group

Tshinghua University Library, Beijing (correlations between Dewey and LCSH headings)

A law library in the Ukraine (LCC for law)

University of California, Berkeley Law Library (implementation of LCC law schedules; cooperative digitizing project for rare, early sources)

University of Hawaii, Manoa (implementation of Voyager, metadata and cataloging issues)

Library science students from University of Pittsburgh, University of Montreal, Simmons College, University of Library and Information Science, Tsukuba, Japan (CPSO activities)

Within the Library, CPSO staff sat on many directorate- and Library Services-wide committees and official units. CPSO also continued to contribute significantly to the Library's monumental Baseline Inventory Project (BIP). The assistant chief took one of the major lead roles as co-manager of BIP to assure the success of this mission critical activity, and other CPSO staff assisted. CPSO's vital contributions to these in-house activities include:

- Baseline Inventory Program (co-manager)
- Bibliographic Enhancement Task Force (BEAT)
- Catalogers Reference Collection Steering Committee
- CONSER Documentation Review Group
- Copyright Office Business Process Reengineering "Register Claim" Implementation Team
- CPSO and ILS Documentation Revision Group
- Data Policy Group (chair)
- Digital Strategies Technical Review Committee (review of digital projects proposed by Library Services)
- ILS Help Desk
- ILS OPAC Display Committee (Web authority records project)
- ILS Program (potential of 'bibliographic linking' enhancement)
- Joint Interest Group for Processing of Serials in the Copyright Office
- LC Cataloging Newsline* (editor; reporter from CPSO)
- LC MARC Review Group
- Library Services Coordinating Team for Copyright Office Business Process Reengineering
- Little Loaders (LCDB and continuous OPAC implementation)

Metadata Policy Group (chair)
Music Cataloging Advisory Group (chair)
Music Subjects Group
NLS/BPH (their Voyager database)
Records, Items, Barcodes SubGroup
Serials and Integrating Resources LCRI groups
Voyager "locations summit" for materials being moved to Ft. Meade

DESCRIPTIVE CATALOGING

JSC. The increased pace of activity in the JSC required descriptive specialists to devote a significant portion of their time to fulfilling the Library's responsibilities within this international body. CPSO's work concerns not just official representation of LC, but the development, drafting, and review with catalogers at LC of the sections of AACR2 that are under discussion. That work extends to the implementation of AACR2 at LC, which inevitably involves the Library of Congress Rule Interpretations (LCRIs). Among the major tasks that occupied CPSO was preparation of drafts for chapters and other sections of AACR2, including electronic resources, continuing resources, the appendix of initial articles, the Introduction, incorporation of principles, the topic of authority control, and the Appendix of major changes. CPSO staff also proofread the entire 2002 revision of AACR2 twice (before and after final changes). CPSO staff wrote the particularly lengthy documentation for *LCRI 2002 Updates*,

No.2 and No.3, which incorporated the 2002 Revisions. The redrafted AACR2 chapter 12, previously 'Serials' and now 'Continuing Resources,' required CPSO to participate in extensive reviews as the chapter evolved and to write clear, comprehensive documentation to train our catalogers to use it.

IFLA. The participation of CPSO's chief in descriptive cataloging activities within IFLA is influential, wide, and visible. Following are the IFLA units in which these activities took place, including brief indications of their nature:

Division IV, Bibliographic Control

Coordinating Board (secretary)

Open Forum (planning committee and presenter)

Standing Committee, Cataloguing Section (chair and treasurer)

Programme Planning Committee (chair)

6 [all] Working Groups (including the ISBD Review Groups), in particular:

Working Group on Use of Metadata Schemas

Working Group on a Multilingual Dictionary for Cataloging
Terms and Concepts

Working Group on FRBR

Workshop on Metadata and Metadata Discussion Group

Universal Bibliographic Control and International MARC Core
Programme

Working Group on Functional Requirements and Numbering of
Authority Records (FRANAR; conceptual framework for "FRBR
Group 2 " entities; prototype of a virtual international

authority file)

CPSO participates in the creation and review of the various International Standard Bibliographic Description (ISBD) documents published by IFLA. This year that responsibility included review of the ISBD(M) for monographs and ISBD(CR) for continuing resources, and a new assignment for a series study group.

SUBJECT CATALOGING

Subject Headings. Among the largest projects of the past year were the reformulation of headings for battles and the change from the heading 'Handicapped' to 'People with disabilities.' Now, headings for battles are structured in the same way as other events headings and are no longer an exception. Along with the direct exchange of terminology to 'People with disabilities,' many related headings were also revised.

Subject Heading Editorial Team (SHED). The team receives and reviews proposals for new, revised and cancelled headings and general cross references; prepares the 50 tentative weekly lists produced each year; and implements the decisions made at weekly editorial meetings. This year the team's work involved adding, updating, and deleting a total of 15,076 authority records. The size of the LCSH database at the end of this fiscal year was 270,317 records.

SHED continued its project to enhance access to geographic place names, adding field 781 to authority records tagged 151, thereby authorizing the use of the place named in the 151 field as a geographic subdivision. Starting the year with place names beginning with the letters 'Pi,' the team added field 781 to over 2,000 records, so that by year's end the project had gone as far as letters 'Sa.' Over 33,000 authority records have been enhanced in this way since the project began in 1999.

Staff changes had a significant impact on the team. In March the retirement of an assistant editor left only two other assistant editors. To keep up with the team's work, SHED was able to get temporary assistance from a succession of three detailees from the Premarc/Quality Control and File Management Team. Though unable to undertake the entire range of SHED duties, the detailees keyed new proposals received through SACO and performed abbreviated versions of other tasks. It was also necessary to make some reassignments in the team and to abandon some responsibilities temporarily. Fortunately, the team was able to keep up with proposals newly received, and ended the year without a backlog.

As a preliminary step toward having a much needed Database Management Team in CPSO, the team leader has been testing the related BatchCat method of bibliographic file maintenance, in which subject fields in bibliographic records are corrected following changes to subject authority headings. High numbers of bibliographic records may need to be revised as a result of such heading changes, and more expeditious

means of accomplishing that task are needed. At the end of the year many thousands of bibliographic records awaited maintenance of this type, including the change in 2000 from 'Afro-Americans' to 'African Americans,' and this year's changes prompted by revising 'Handicapped' to 'People with disabilities.'

Classification and the Classification Editorial Team (CLED) .

Classification Web, a new product from CDS, became available this year after a long period of gestation. CPSO has worked closely with the developer of ClassWeb from the inception of this format for Library of Congress Classification (LCC), designing its functionality and display. Use of a PDF form for classification proposals became mandatory. The means of producing the print version of the *Tentative Weekly Lists* was modernized, with a resulting simplification of the layout. The printed quarterly updates to LCC were discontinued with *Update 284*, as was the production of looseleaf pages for this particular printed form of LCC. LCC online became the authoritative version, and schedules posted there, including very late drafts of some of them, were implemented before the corresponding printed volumes were published. Henceforth, even the most recent editions of printed versions of the schedules are to be regarded as reference sources but not as authoritative.

With the departure of the CLED Team Leader in September 2001, the CPSO assistant chief took over responsibility for leading CLED and adjusting editorial processes and workloads through this time of change.

BIBLIOGRAPHIC FILE MAINTENANCE

Premarc/Quality Control and File Management Team. While policy specialists continually upgrade bibliographic records as they do their other work, specific responsibility for bibliographic file maintenance lies with the Premarc/Quality Control and File Management Team. They are the ones who modify thousands of records to rectify problems discovered in machine-generated error reports, who make modifications in advance so that no errors will prevent proper import and export of records and who correct access points in large sets of records after headings have been changed. Their major projects this year included: continuation of the Serial Records Duplicate Project, for which they merged 29,000 more records, bringing the project total to 63,000 records; the processing of approximately 21,500 records in response to error reports and changes to the database requested inside LC and by outside libraries; the resolution of 'conflict' reports from RLIN; ongoing correction of pinning and linking errors reported by the Collections Access and Loan Management Division; and various inventory control pilot projects.

Reductions in staff also affected this team. Three members served 120-day details to the Subject Headings Editorial Team and one team member retired, all from incumbent positions, so that no replacements were possible.

TEACHING AND PRESENTATIONS

Outreach represents a critical feature of CPSO's mandate. Staff participate in instruction given not only inside LC, but to professionals from throughout the United States and well beyond. Major outreach activities are summarized at the beginning in this report, and outreach efforts are integral to some of the activities mentioned in other sections. Below are listed specific presentations and recipients of instruction provided by CPSO staff that don't fall under any of those other rubrics. Particularly notable was an innovative 5-day bi-lingual workshop at LC for 18 Latin American librarians from 7 countries, "Taller sobre Encabezamientos de Materia LCSH / Workshop on LCSH for Librarians from Latin America." The assistant chief and two policy specialists were members of the faculty, and the chief presented the certificates to matriculants at the conclusion of the classroom sessions.

Papers, Panels, Reports, etc.

American Library Association

ALCTS

CC:DA (Functional Requirements of Bibliographic Records
presentation)

CC:DA/MARBI Program on FRBR

ALCTS Institute on AACR2 and Metadata (current issues in the
JSC; evolution of AACR; Dublin Core metadata; harvesting

metadata for a virtual international authority file) held in
Grapevine, Texas and San Diego, California

LC exhibit (LCSH)

China Society for Library Science, Cataloging Committee (AACR,
FRBR, VIAF)

German Library Association conference (AACR2; future directions
for cataloging rules; virtual international authority file)

Hawaii Library Association conference (cataloging in the Web,
AACR2, Dublin Core, metadata, etc.)

Hong Kong's HKCAN -Hong Kong Chinese Authority Names (Keynote
address on a virtual international authority file)

Hong Kong Library Association (FRBR)

National Institute of Informatics (NII, Japan; FRBR and VIAF at
the international authority control conference meetings in
Karuizawa, Tokyo, and Kyoto)

National Library of China, Beijing (implementing an ILS; training
for cataloging and authority control)

National Library of Vietnam, Hanoi (translating DDC and AACR2
into Vietnamese; principles and future directions for AACR2)

Norwegian Library Association conference in Stavanger, Norway
(FRBR)

Oslo University College (library science students; access to
digital materials)

OCLC Research Office (FRBR, bibliographic relationships)

OCLC Steering by Standards tele-videoconference (AACR and
cataloging standards)

Research Libraries Group (FRBR, bibliographic relationships,

virtual international authority file)
University of California, Berkeley Law Library (law
classification development)
W3C Internationalization Workshop (IFLA activities and library
authority files as building blocks for the Semantic Web)

Courses, Workshops, and Other Instruction Given by CPSO Staff.

Outside LC:

ALA conference (pre-conference, 'Knowledge without Boundaries')
American Theological Library Association conference (pre-
conference: religious law schedules and subject headings)
Association of Jewish Libraries (video starring LC staff)
Bibliographical Center for Research, Denver, Colo.
(classification; subject headings)
Catholic Library Association conference (religion subject
headings)

Colorado Alliance of Research Libraries (AACR2, 2002 Revision)
Council on East Asian Libraries, Association for Asian Studies,
Committee on Technical Processing, 2002 Annual Meeting, (VIAF,
geographic names)
FLICC (LCSH)
International Conference on Chinese, Korean, and Japanese
Authority Control
LC-CEAL East Asian Art Cataloging Workshop (descriptive

cataloging, subject cataloging, geographic names, authority control)

Norwegian Library Association conference (FRBR)

Norwegian Seminar on Digital Resources in OPACs (AACR2, future directions for cataloging rules; virtual international authority file)

OCLC Distinguished Seminar Series (FRBR, bibliographic relationships, virtual international authority file)

Smithsonian Institution Libraries (*AACR2 Amendments 2001*)

Taller sobre Encabezamientos de Materia LCSH / Workshop on LCSH for Librarians from Latin America

Courses, Workshops and Other Instruction Given by CPSO Staff. Inside LC:

AACR2 briefings

Draft of 'Major Change' appendix

To initiate discussions for LC responses to issues pending with JSC

To report on JSC meetings and decisions

Cataloging Forums (on CPSO's new approach to documentation)

CPSO Information Sessions

CRS staff (Voyager tag tables)

Holdings and item records

Leadership Development Program orientation

Music Cataloging Advisory Committee (conventional terminology for

physical description in AACR2)
Office for Strategic Initiatives (ILS and its outside links;
review of LC's 'universal holdings' policies, digitization of
brittle books)
Series training
Treatment of bibliographic records for books digitized by
American Memory
Numerous instructional sessions arranged by request of
individuals and small *ad hoc* groups

Standard Courses Given by CPSO Staff:

TPAIO

Baseline Inventory Project
Classification Web
ILS SkillBuilders series
LCC in Minaret
Shelflisting
Subject cataloging workshops series
Voyager 2000
Web OPAC

Other

NACO series training
SACO workshops (proposing geographic headings, headings for

biological organisms, headings for languages and
literatures)
Subject Analysis Workshops

PROJECTS

The wide variety of activities in CPSO include projects of limited duration as well as continuing responsibilities. One project of major importance on a global scale, is the start of a proof of concept project among the Library of Congress, the Deutsche Bibliothek, and OCLC to test one model for a virtual international authority file, starting with personal names. If successful, this model could be the foundation for a global linked network of national and regional authority files for names of persons, corporate bodies, and uniform titles including series. This year projects underway included:

LC/Die Deutsche Bibliothek/OCLC proof of concept project on a
virtual international authority file - a joint personal name
authority control project

Digitizing microfilm finding aids from the Microform Reading Room
Adding 053 fields for LCC biography classes to name authority
records for individuals and performing groups in the field of
music

Acquisition of upgraded CIP records from OCLC

Analysis of possible provision by approval plan vendors of
barcoding and book processing

PUBLICATIONS BY INDIVIDUAL STAFF MEMBERS

Lynn El-Hoshy, [et al.]. "Form Subdivisions: Their Identification and Use in LCSH," *Library Resources and Technical Services*, 45/4 (Oct. 2001), 187-197.

Geraldine Ostrove. "Music Subject Cataloging and Form/Genre Implementation at the Library of Congress," *Cataloging & Classification Quarterly*, 32:2 (2001), 91-106.

Geraldine Ostrove. "Recent Publications in Music," *Fontes artis musicae*, 47/4 (Oct.-Dec. 2000), 353-422.

Barbara Tillett. "A Virtual International Authority File," *International Cataloguing and Bibliographic Control*, v. 30, 2001.

Barbara Tillett. "AACR2's Updates for Electronic Resources; Response of a Multinational Cataloguing Code, A Case Study," presentation for the International Conference on Electronic Resources, Rome, Italy, November 27, 2001. (Available on the Internet and in press)

Barbara Tillett. "AACR2 and Metadata; Library Opportunities in the Global Semantic Web," for the ALCTS Institute on Metadata and AACR series. (Papers in press to be published by American Library Association in late 2002)

Barbara Tillett. "The FRBR Model (Functional Requirements for Bibliographic records)," in *Record of Workshop on Authority Control among Chinese, Korean and Japanese Languages (CJK Authority 3)*, March 14-18, 2002, held at the National Institute of Informatics (NII) in cooperation with the National Diet

Library. National Institute of Informatics, 2002, p. 71-97.

(Also in Japanese, p. 98-114)

Barbara Tillett. "A Virtual International Authority File," in *Record of Workshop on Authority Control among Chinese, Korean and Japanese Languages (CJK Authority 3)*, March 14-18, 2002, held at national Institute of Informatics (NII) in cooperation with National Diet Library. National Institute of Informatics, 2002, p. 117-139. (Also in Japanese, p. 140-153)

Barbara Tillett. "AACR2's Updates for Electronic Resources: Response of a Multinational Cataloguing Code; a Case Study," in *Record of Workshop on Authority Control among Chinese, Korean and Japanese Languages (CJK Authority 3)*, March 14-18, 2002, held at national Institute of Informatics (NII) in cooperation with National Diet Library. National Institute of Informatics, 2002, p. 165-173. (Also in Japanese, p. 174-180)

Barbara Tillett. "Organization of the Bibliographic Universe: Past, Present, Future; Continuous Revision of Cataloging Standards," *Paper Past, Digital Future: Managing Metadata Standards in Transition*, OCLC Teleconference, May 29, 2002. (Steering by Standards) (Videotape available from OCLC)

Barbara Tillett. "Committee on LC Law Classification Declares 'Mission Complete'," *AALL Spectrum*, v.6, no. 9 (June 2002), p. 13. (Also available online: <http://www.aallnet.org/sis/tssis/other/lcclassdone/>)

Barbara Tillett. "A Virtual International Authority File," for the Council on East Asian Libraries, Association for Asian Studies, Committee on Technical Processing, 2002 Annual Meeting,

Washington, D.C., April 4, 2002. (In press)

Barbara Tillett. "Access to Digital materials through the OPAC,"
Oslo, Norway, April 8, 2002. (Proceedings in press)

Barbara Tillett. "AACR Case Study : Cataloging Rules, Past, Present,
and Future," presentation by for the 92. Deutsche
Bibliothekartag, Augsburg, Germany, April 11, 2002 (Proceedings
in press in German: "Die AACR; Aktuelle Revisionsvorhaben und
zukünftige Entwicklungen")

Barbara Tillett. "The FRBR Model (Functional Requirements for
Bibliographic Records," to the Norwegian Library Association
Conference, Stavanger, Norway, April 26, 2002. (In press)

Barbara Tillett. "The FRBR Model (Functional Requirements for
Bibliographic Records," updated presentation by to the
ALA/ALCTS/CCS Committee on Cataloging: Description and Access,
June 15, 2002, Atlanta, Georgia. (Available on the Internet at
the CC:DA home page)

STAFF HONORS

Anne Bowman

Special Achievement Award as a member of the team conducting the
Shelflist Conversion Pilot Project

Lynn El-Hoshy

Incentive Award for work on the Pinyin Conversion Project.

Robert Ewald

Incentive Award for work on the LC-CEAL Workshop

Jolande Goldberg

Interviewed and photographed by the Washington Bureau Chief of
DPA (Deutsche Presse-Agentur) for a resource article to be
used by the German press

One of 50 outstanding Washington-area individuals featured in the
December issue of the monthly magazine *Washingtonian*

Joseph Andrews Bibliographic Award, the American Association of
Law Library's highest bibliographic honor, for developing the
LCC law schedules

Robert M. Hiatt

Incentive Award for work on the Pinyin Conversion Project

Incentive Award for work on the LC-CEAL Workshop

Daphine Lee

Special Achievement Award as a member of the team conducting the
Shelflist Conversion Pilot Project

David Reser

Special Achievement Award as a member of the team conducting the
Shelflist Conversion Pilot Project

Special Achievement Award from the Congressional Research Service

Barbara Tillett

Incentive Award for work on the LC-CEAL Workshop

Millie Wewerka

Incentive award for work on the LC-CEAL Workshop

Thompson Yee

Incentive Award for work on the Pinyin Conversion Project

PERSONNEL

Length of Service Awards

Darlene Foster

Robert Hiatt

Daniel Hines

Contract

Regine Ross (pinning and linking problem books)

Details

To CPSO

Caroline Arms (American Memory; metadata issues, cataloging
digital materials)

Matthew Gildea (TPAIO; documentation)

From CPSO

Darlene Foster (Preservation Directorate)

Within CPSO

Barry Bellinger (CLED; assisting the law classification
specialist)

Ann Bowman (PREMARC/QCFM, to SHED)

Linda Edwards (PREMARC/QCFM, to SHED)

Daphine Lee (PREMARC/QCFM, to SHED)

Volunteer

Nathalie Delougaz

Retirements

Claudia Coleman (SHED)

Nathalie Delougaz (volunteer - Policy Team)

Gloria Hendrix (Premarc/QCFM)

Temporary Appointment

Erica Thomas (office)

APPENDIX I

FY 2002 PUBLICATIONS CATALOGING POLICY AND SUPPORT OFFICE

Paper

From CPSO

Cataloging Service Bulletin. quarterly
Free-Floating Subdivisions; an Alphabetical Index. 14th ed.
annual
"LC Guidelines; Supplement to the MARC 21 Format for Authority
Data, 2002 Edition." ("Blue pages")
Library of Congress Classification. Additions and changes.
semi-annual updates (ceased with no. 284)
Library of Congress Rule Interpretations. quarterly updates
Library of Congress Subject Headings. 25th ed. annual
Subject Cataloging Manual : Subject Headings. semi-annual
updates

Other internal

MARC Code List for Geographic Areas. 2002. occasional

Other (CPSO staff were contributors, reviewers, etc.)

AACR2

Amendments 2001
2002 Revision

Proofreaders

NACO "Train the Trainer" Manual
PCC training materials on integrating resources
TPAIO handouts for training on shelflisting of analytics
SCCTP training materials for Advanced Serials and for
Integrating Resources

Born digital

Internal

CPSO Public Web Page
Systematically Romanized Indic Names - LCRI 22.3C2
(DRAFT)
Hong Kong (Updated Information, 8/9/2002)
LC Classification, Subclass KB
LCRI 2002, Update no. 2: More Information
Library of Congress Authority Records on the Web Now
Available
Identification of Serbian, Croatian, and Bosnian
Library of Congress Implementation of Amendments 2002 to
AACR2
ALA-LC Romanization Tables
CPSO Staff Web Page
ALA-LC Romanization Tables (digitized update of 1997 ed.)

Library of Congress Implementation of *Amendments 2002* to
AACR2
Library of Congress Implementation of *Amendments 2001* to
AACR2
Descriptive Cataloging Manual, Appendix 4, Page 15
List of Sources Relating to Metadata for Digital Content
Subject Cataloging Manual: Classification - F 520 (Bound-
with and Upside-down Books)
LC Cataloging Newsline
v. 9, no.11-14; v. 10, no. 1-9
PCC Web Page FAQs

**APPENDIX II
STATISTICS
CATALOGING POLICY AND SUPPORT OFFICE - FY02**

ASCD encoding level 7 copy cataloging titles referred for subject heading/classification number authority work and end-stage processing		64
Bibliographic records updated (QCFM)		90,535
Bibliographic records updated to conform to form of term in series numbering Series authority records (SARs) forwarded by PCC libraries		28
Bibliographic records updated for these SARs		604
SARs forwarded by LC catalogers		28
Bibliographic records updated for these SARs		893
CIP verifications		583
Correspondence sent	TOTAL	9,524
Within LC	3,158	
Outside LC	6,366	
CPSO e-mail account messages received (22.5% increase from FY 2001)		8,797
Error reports processed	TOTAL	10,100
Reports from LC	7,318	
Reports from outside	2,782	
Pipeline serials processed		101
Replacement copies added to the general collections		257
SHED transactions	TOTAL	15,076
New subject headings	7,365	
Cancelled subject headings	137	
Changed subject headings	7,574	
Size of database at end of FY		270,317
Telephone inquiries	TOTAL	1,113
Within LC	995	
Outside LC	118	
Visitors	TOTAL	628

LC	616	
From outside LC	12	

APPENDIX III

TRAINING RECEIVED BY CPSO STAFF

Advanced Serials Cataloging (Serials Cataloging Cooperative
Training Program)

FAST

Internet Technologies

Metadata Object Description Schema (MODS)

MPEG-7

Topic Maps

TPAIO

Computer Security Awareness

PowerPoint: Advanced

PowerPoint: Basic

SkillBuilders (Staff Searching: Cataloging Module)

Windows 2000

Word 2000: Basic

Voyager 2000 briefing

Voyager 2000 Serials Check-in

Voyager 2000 Interim Database

Voyager Global Update

Other: LC Retirement Seminar